



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #12/03**

May 2, 2003

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: EMPLOYEE APPRAISAL AND DEVELOPMENT REPORT

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As an important reminder, the implementation date for the new performance evaluation system for classified employees is rapidly approaching. The conversion to the new system will occur on July 1, 2003, and the new Employee Appraisal and Development Report form must be used for all performance appraisals that are due on or after that date.

The new Employee Appraisal and Development Report (NPD-15) is based on a three point rating scale: *does not meet standards*, *meets standards* and *exceeds standards*. Although the change to a three-point rating scale will streamline the performance appraisal process, it requires a programming modification within the Advantage – HR System. Therefore, it is extremely important to note that the Department of Personnel cannot accept any appraisals on or after July 1, 2003, that are based on the old five-point rating scale, as this scale cannot be adapted to the system modifications required for the three-point scale.

The second key component in the new performance appraisal system is a uniform Work Performance Standards document, NPD-14, which will encompass all job elements that are currently described in both the work performance standards and the performance appraisal form. The transfer of current work performance standards to the new NPD-14 is the first step in the progression to a new employee appraisal system, ensuring that employee appraisals completed on or after July 1, 2003, will adequately address all essential job elements. During the month of March, staff from the Department of Personnel provided training to agency personnel representatives on the transfer of work performance standards to the new NPD-14.

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The new NPD-14 and NPD-15 forms, along with detailed user instructions, are available on the Department of Personnel's website at <http://dop.nv.gov> and/or in hard-copy format. In addition, authorized personnel within your agency who have access to the H/R Data Warehouse may also download a list of employees who are due for performance appraisals within the next 60 days. This list will be a helpful reminder in ensuring that work performance standards and appraisals due on or after July 1 are completed using the new forms.

I truly appreciate all your assistance and cooperation during the transition to the new performance appraisal system. If you have any questions regarding the new Work Performance Standards form or the new Employee Appraisal and Development Report, please contact Phil Hauck at (775) 684-0130 or [philh@dop.nv.gov](mailto:philh@dop.nv.gov) for assistance.

JG:cp

cc: Agency Personnel Liaisons  
Agency Personnel Representatives